



## **Park Supervisor - Athletic Fields**

### **Streamwood Park District**

**Contact Name:** Amy Vito

**Contact E-mail:**

**Contact Phone:** 630-483-3112

**Closing Date:**

**Salary:** Hourly starting at 16.12 per hour.

#### **Description:**

Streamwood Park District has a full-time position available:

Apply online only

at:<https://www.applitrack.com/streamwood/onlineapp/default.aspx?Category=Parks+Maintenance&AppliTrackJobId=308&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

or at [www.spdcares.com](http://www.spdcares.com) / Now Hiring Tab / under Park Maintenance.

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<b>JOB SUMMARY</b>

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Under the direction and supervision of the Park Manager, the Park Supervisor, Athletic Fields is responsible for supervising seasonal staff and performing a variety of park maintenance, athletic field maintenance, turf maintenance, horticulture, forestry, custodial and recreation support activities. This is a hands-on position with a majority of time to be spent working in the field. The Park Supervisor, Athletic Fields is on call as needed, supervising and leading seasonal employees. This is an at-will position.

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<u>Hired applicant subject to Pre-Employment Physical and Drug Screening.</u>

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<b>QUALIFICATIONS</b></br>

Must have a High School Diploma or equivalent.</br>

Preference given to candidates with an Associates' Degree in the related field such as: Turf Management, Horticulture, and Urban Forestry or a related field. </br>

Minimum of three (3) years of experience in related field or an equivalent combination of education and experience.</br>

Must be able to work weekends as needed.</br>

Must have a valid Driver's License.</br>

Must possess a valid State of Illinois Pesticide Operator's License or must have ability to obtain within six (6) months of hiring.</br>

Must be CPR and AED certified within six (6) months of hiring.</br>

Bi-lingual (Spanish/English) communications skills preferred.</br>

Athletic field maintenance experience preferred.

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**<b>ESSENTIAL DUTIES & RESPONSIBILITIES</b></br>**

Employee is responsible for supervising seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition and discipline.</br>

Employee must organize, prioritize and direct multiple projects, labor and equipment needs.</br>

Employee must document man-hours and materials used on work orders to specific job requirements.</br>

Employee must demonstrate, lead and support the Park District's mission statement, vision and core values.</br>

Employee must establish, support and maintain collaborative efforts with internal and external customers and organizations.</br>

Employee must assist in managing overall work plan of park maintenance.</br>

Employee must apply herbicides, fungicides and pesticides to destroy undesirable growth and pests.</br>

Employee must maintain, renovate, and prepare athletic softball, football, and soccer fields as necessary before, during, and after the season.</br>

Employee must conduct monthly inspections to ensure the integrity and safety of field conditions, fencing, amenities, and other items as assigned.</br>

Employee must make recommendations on athletic field sites by regular inspections and turf evaluations.</br>

Employee must maintain and improve the facilities in which the athletic fields are located, including but not limited to trash pickup, ornamental horticulture maintenance, and pavilion and path maintenance.</br>

Employee must perform ornamental horticulture maintenance which includes, but is not limited to planting trees, watering, fertilizing, flower bed arrangement, tree removal and other horticulture as needed.</br>

Employee must prepare and maintain turf, athletic fields and other park facilities. Perform routine athletic field maintenance tasks, including but not limited to: raking, chalking foul lines, painting foul lines, moisture control, and setting up game fields.</br>

Employee must create and maintain positive relationship with the Recreation Department in terms of field rentals and customer concerns.</br>

Employee must maintain the trails, which includes, but is not limited to debris removal, grading and renovation.

Employee must clean and maintain any and all park pavilions, restrooms and other assigned buildings.</br>

Employee must maintain grounds through litter pickup, recycling and other activities.</br>

Employee is responsible for, but not limited to, managing the safety and cleanliness of property and equipment by identifying, repairing and inspecting park facilities, equipment and property from wear, damage, vandalism, etc.</br>

Employee will perform various maintenance operations to park grounds, including, but not limited to controlled prairie burns and maintenance.</br>

Employee must adhere to safety policies and procedures as outlined in the safety manual.</br>

Employee must operate snow removal equipment on District roads, parking lots, common sidewalks.</br>

Employee must operate District equipment for the purposes of, but not limited to hauling gravel and debris.</br>

Employee is responsible for maintaining and repairing all aspects of park buildings and facilities, which include, but are not limited to carpentry, plumbing, electrical, masonry and painting.</br>

Employee is responsible for the operation and preventive maintenance of Park District vehicles,

tractors, ground equipment, implements and ensuring it is performed and reported. The maintenance may include, but is not limited to washing, checking fluids and any other maintenance as needed.

Employee must maintain a pro-active approach to safety and risk management.

Employee must perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program and manual.

Employee must be able to regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

Employee must perform all other duties as assigned.

#### **SECONDARY DUTIES & RESPONSIBILITIES**

Employee is responsible for supervising part-time and seasonal employees for other duties including, but not limited to recreation programs and special events as needed.

Employee must have the ability to accurately determine and perform minor mechanical repair needs and estimate the time required to complete repairs.

Employee must be able to attend workshops and seminars pertaining to employee's position, as needed, for new ideas, developments and techniques.

Employee must arrange facilities for recreation programs and special events as needed.

Employee may be required to work special events from time to time at nights and on weekends.

**TARGET HIRING RANGE:** Hourly starting at 16.12 per hour.

#### **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package, including:

Medical Coverage, PPO or HMO

Dental Coverage

Prescription Coverage

Vision Reimbursement Plan

Life Insurance

Short- and Long-Term Disability (IMRF)

Pension / Defined Benefit Plan (IMRF)

Paid Time Off & Paid Emergency Leave

Professional Membership Dues Reimbursement

Park District Facility Discounts and Usage Benefits

If interested, please apply early. Recruiting and interviewing will begin immediately.

The Streamwood Park District is an equal opportunity employer.

Apply online only

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